From: <u>Allison Castle</u>

To: Brandy Marty; Shana Gooch; Darlene Brugnoli; Mike Morrissey; Ken Armbrister; Matthew Thompson; Mike

Morrissey; Aaron Demerson; Clint Harp; Kimberly Snyder; Josh Havens; Lucy Nashed; Catherine Frazier

**Subject:** SOS third party briefings

**Date:** Tuesday, January 22, 2013 1:30:43 PM

Attachments: SOS 2013 Briefings.xlsx

All – this is a list of folks we would like to bring in – or at least extend an invitation to – for a pre-SOS briefing. I would love for you all to look over this and let us know if we've left off any key groups/individuals that we need to add to this, or if you think we should take anyone off. We have a section for folks that should get a phone call even if there isn't really a need to bring them in for a briefing.

Shana will be running point on coordinating all the invites. I'm blocking an hour for each but would like to get them done in 30-45 mins and just have a little cushion.

Thanks!